

**TOWN OF ANDOVER**  
**Phone: (978) 623-8530**

**36 BARTLET STREET**

**ANDOVER, MA 01810**  
**Fax: (978) 623-8536**

**APPLICATION FOR EMPLOYMENT**

The Town of Andover/Andover Public Schools is an equal opportunity employer. We are committed to a policy of non-discrimination in our programs, activities and employment practices. Applicants are considered for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, disability(ies) or any other legally protected status.

Today's Date: \_\_\_\_\_

**PERSONAL INFORMATION**

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number and Street City/State Zip Code

Telephone Number (\_\_\_\_) \_\_\_\_\_ Social Security Number \_\_\_\_\_

**POSITION (S) APPLIED FOR** \_\_\_\_\_

Are you available to work: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time (Days) \_\_\_\_\_ Part-time (Nights)

Referral Source: Advertisement \_\_\_\_\_ Friend \_\_\_\_\_ Relative \_\_\_\_\_ Walk In \_\_\_\_\_

Employment Agency \_\_\_\_\_ Other \_\_\_\_\_

If employed and you are under 18, can you furnish a work permit? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been employed for the Town of Andover before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, give date \_\_\_\_\_

Are you employed now? \_\_\_\_\_ Yes \_\_\_\_\_ No

If hired, when would you be available to begin work? \_\_\_\_\_

May we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you authorized to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

*Proof of citizenship or immigration status will be required upon employment.*

Veteran of U.S. Military service? \_\_\_\_\_ Yes \_\_\_\_\_ No If Yes, Branch: \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted of any misdemeanor except a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace, or have you completed a prison sentence as a result of such conviction within the past five years? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, describe in full: \_\_\_\_\_

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An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" to an inquiry relative to prior arrests, criminal court appearances or convictions. An applicant for employment may answer "no record" to an inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution. A conviction will not necessarily bar you from employment.

**EMPLOYMENT EXPERIENCE:**

Start with your present or last job. You may include any verified work such as military service assignments and volunteer activities.

Employer \_\_\_\_\_ Dates Employed \_\_\_\_\_  
Address \_\_\_\_\_ Job Title \_\_\_\_\_  
Work Performed \_\_\_\_\_  
Hourly Rate/Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_  
Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

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Employer \_\_\_\_\_ Dates Employed \_\_\_\_\_  
Address \_\_\_\_\_ Job Title \_\_\_\_\_  
Work Performed \_\_\_\_\_  
Hourly Rate/Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_  
Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

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Employer \_\_\_\_\_ Dates Employed \_\_\_\_\_  
Address \_\_\_\_\_ Job Title \_\_\_\_\_  
Work Performed \_\_\_\_\_  
Hourly Rate/Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_  
Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

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*If you need additional space, please attach additional page.*

**REFERENCES:**

Provide information for three work-related references.

Name: \_\_\_\_\_ Official Position: \_\_\_\_\_

Company Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Official Position: \_\_\_\_\_

Company Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Official Position: \_\_\_\_\_

Company Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**EDUCATION AND/OR MILITARY TRAINING:**

School Name and Address	Years Completed	Diploma/Degree

**SPECIAL SKILLS AND QUALIFICATIONS:**

Briefly describe the type of work for which you are best qualified. Note any details about your qualifications which should be considered. Include special skills, machines operated, licenses, professional affiliations, honors and awards, publications, patents, etc.

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List professional, trade or business organizations of which you are a member. You may omit those which indicate race, color, religion, sex, national origin, or any other legally protected status.

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**CERTIFICATION AND RELEASE**

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also that I am required to abide by all rules and regulations of the Town of Andover and the Andover Public Schools.

Additionally, in the event of employment, I understand that the first six months of service constitutes a probationary period, unless specified otherwise in Massachusetts General Laws Chapter 31, Section 61. I further understand that during the probationary period, if my performance is judged unsatisfactory, I may be separated from my position without the right of appeal or hearing.

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*Signature*

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*Date*

While the Town of Andover/Andover Public Schools does not require or request applicants or employees to take a lie detector test, state law requires the following notice:

"It is unlawful in Massachusetts to require or administer a lie detector test as a condition employment of continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.